

INSPIRE PARTNERSHIP MULTI ACADEMY TRUST

TRUST BOARD MEETING MINUTES

DATE:

Tuesday 17 January 2023

TIME:

4.30pm

LOCATION:

Via Teams

PRESENT

Chair of Trustees:	Mr J North	
CEO:	Mrs S Vickerman	
Trustees:	Mrs K Rolinson	Mrs C North
	Mr S Bartram	Mr G Worsdale
	Mr J Cripps	Mr C Gray
	Mrs K Partridge	
In Attendance:	Mrs T Fallon (COO)	Mrs T Jackson (CFO) Mrs K Stubbs - DCEO
Clerk:	Susanna Stott (SS)	
Apologies:	Mrs C Norfolk	

ITEM	ACTION
1. APOLOGIES FOR ABSENCE	
Apologies for absence were received from Mrs C Norfolk	
2. DECLARATIONS OF INTEREST	
There were no Declaration of interest in relation to the Agenda for this meeting.	
3. TRUSTEES TERMS OF OFFICE	
Ms C North's term of office completes on 21 January 2023 and Mr G Worsdale's term of office completes on 1 May 2023. The Chair was pleased to report that both Trustees have confirmed that they wish to continue for a further 4 years' term of office. The reappointments will be taken to the next Members meeting on 31 January 2023 for final approval.	
4. MINUTES OF LAST MEETINGS ON 4 OCTOBER 2022 AND 29 NOVEMBER 2022	
The minutes from the 4 October 2022 and 29 November 2022 meetings were agreed as a true record.	

ITEM		ACTION
5.	<p>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETINGS AND ACTION TRACKER</p> <p>There were no matters arising from the previous minutes.</p> <p>The CFO explained that following the Trust Governance review, it was suggested that it would be good practice to introduce an internal action tracker from Trustees meetings to ensure the actions are completed in a timely manner.</p> <p>The Clerk agreed to develop the Action Tracker and share with Trustees.</p>	Clerk
6.	<p>MATTERS ARISING FROM THE FAR COMMITTEE, STANDARDS & CURRICULUM COMMITTEE AND CHAIRS MEETINGS</p> <p>The minutes of the Committees and Trust Chairs' meeting have been uploaded to the GVO portal for Trustee information prior to the meeting.</p> <p>FAR COMMITTEE – 29 NOVEMBER 2022 The Chair of the Committee shared an overview of the meeting and the discussions that took place highlighting that the submission of CIF Funding bids of approximately £1.9m were signed off.</p> <p>Q: When are we likely to hear if any of the bids have been successful? A: Typically the announcements are around Easter. This will give us time if successful to award the contracts and plan the work for the summer holidays. The key bids we are hoping to be successful with are the works at Girnhill Infants and the Fitzwilliam Primary roof repairs.</p> <p>The Committee Chair reported that the Reserves position over the next 4 to 5 years indicates the Trust will still retain approx. £1.6million which is healthy.</p> <p>The CEO noted that built into the forecast is a further school joining the Trust within the next year and a another school within the next two years following the publication of the DfE white paper. Unfortunately, this bill has now been pulled.</p> <p>However, centrally we have spoken to four schools who are potentially interested in converting to the Trust.</p> <p>STANDARDS & CURRICULUM COMMITTEE – 18 OCTOBER 2022 The Committee held the meeting at Ash Grove Primary with the Chair explaining that this had been a very positive visit. A tour of the school took place and attendees had noted how impressive the school looked. Committee members received a presentation on writing from the school Literacy Lead and a further presentation from the Computing Lead on the introduction of Chromebooks into KS2. Attendees particularly noted the excellent presentation from the Computing Lead, commenting on the impressive work already undertaken for the introduction of the use of Chromebooks.</p> <p>The CEO commented that we now need to see much more use of Chromebooks in the classroom and have recognised that further training needs to take place with the HTs, led by the DCEO. This is likely to be a Performance Management target for HTs next year. We need to accelerate the use as it will impact positively in children's learning.</p> <p>CHAIRS MEETING – 15 NOVEMBER 2023 – GROVE LEA PRIMARY The Chair explained that this had been the first face to face meeting since Covid and had been very positive with valuable discussions taking place. Training on "The Role of the Chair" was delivered to attendees, a Trust update shared and information on the recruitment of Governors. The next meeting will be held on 7 March 2023 at Ackton Pastures.</p>	

ITEM	ACTION
<p>7. TRUSTEES CONVERSATIONS AND VISITS</p>	
<p>8. CHIEF EXECUTIVE'S REPORT</p>	

Trustees reported on recent visits, meeting and conversations undertaken.

Mrs K Rolinson confirmed that she had met with the Trust DCEO to gain an overview of what Wellbeing looks like across the Trust. A further meeting has been arranged with the DCEO, a number of HTs and Alison Ramsey from the central team, to develop the Wellbeing Charter. Further feedback will be shared with Trustees following this meeting.

Mrs Rolinson met, as part of a newly established working party with the Trust CFO, COO and Michael Clements, governor at Gawthorpe Academy to review the Risk Management process and strategy. In summary, it is felt that the Risk Register needs further work to simplify the process and noted that both herself and Mr Clements are happy to help and support further.

Ms C North reported on her involvement with the HT and Assistant HT interviews at Fitzwilliam Primary. Ms North also attended the Ofsted Inspections at Gawthorpe and South Hiendley and confirmed she is part of the team for the wrap around the school meetings at Fitzwilliam Primary.

Mr G Worsdale reported on a number of conversations with the Chair of the Trustees and is Chair of the Standards & Curriculum Committee.

Mrs K Partridge confirmed she is a member of the team for the wrap around the school meetings at Fitzwilliam and was also involved with the HT and Assistant HT interviews. Attendance at the Ofsted Inspection at South Hiendley Primary was noted. Now appointed as the Executive Chair at Ash Grove Primary, Mrs Partridge reported that she had very recently visited the school undertaking a tour and had detailed discussions with the HT. The SENDCO meeting takes place this Thursday and feedback will be shared with Trustees at the next meeting.

Mr C Gray reported that he attended the December Trustee visit to South Hiendley Primary and is the Chair of the FAR Committee.

Mr J Cripps noted he had attended the December Trustee visit to South Hiendley Primary and undertakes regular conversations with the Chair of Trustees.

Mr J North confirmed he had attended the December Trustee visit to South Hiendley Primary. A further visit to Fitzwilliam Primary in December took place including a tour round the school. Regular conversations with the CEO continue and the Chair noted the excellent visit to South Hiendley. These termly visits enable Trustees to get a real understanding of the communities in which our schools sit. The next visit of Trustees will be to Gawthorpe Academy.

The CEO Report has been shared with Trustees prior to the meeting along with the following:

South Hiendley Ofsted Report – 6&7 October 2022
Grove Lea Due Diligence Report – 06.12.22

The CEO commented that we were very proud of the two Ofsted Inspections that took place in the Autumn Term. South Hiendley Primary has now moved from Requires Improvement to a “Good” judgement.

ITEM	ACTION
<p>The CEO reported that Trustees and Governors have come out extremely well in both Ofsted reports and the strengths of the support of the IPMAT has also been recognised.</p> <p>An HT has now been appointed at Fitzwilliam Primary and the Assistant HT appointed is an internal candidate from South Hiendley who has shown the value of our Aspiring Leaders programme. Trustees involved in the interview process commented that the successful Assistant HT candidate had also delivered a superb lesson and it was extremely pleasing to see how well this candidate had performed. In terms of the Trust succession planning, it is very positive.</p> <p>Two new School Improvement Partners (SIPs) have been appointed. Two Quality Reviews have been completed at Ash Grove Primary and Half Acres Primary with the CEO confirming both SIPs are very strong. HTs are reporting on the benefits of listening to a variety of experts.</p> <p>Mr Barry Found, a current Ofsted Inspector has delivered HT training on a new review model of self-evaluation. He will be guiding leaders through the first one at Ackton Pastures tomorrow, enabling more development opportunities for the Trust to complete its own Quality Reviews.</p> <p>Q: Grove Lea Primary is rag rated as red in the finance section of your CEO report – is this in relation to the reserves position? A: It was based on the budget projections going forward, not the ability of managing the current budget.</p> <p>Trustees agreed the Rag Rated summary sheet now added to the CEO report is extremely useful.</p> <p>GW requested that the action plans developed from both Ofsted Inspections be shared at the next Standards & Curriculum Committee Meeting and should be added to the Agenda.</p> <p>Q: What progress is being made following the appointments of the Educational Psychologist and SALT? A: Feedback from the HTs has been very positive. The Inclusion report included as part of the CEO report details the impact. We are looking at whether we can increase the capacity of the Ed Psych. Work with the SENDCOs has identified some gaps and the Ed Psych is developing these members of staff extremely well. The SALT is making considerable progress and is a delight to work with. Bot are settling in well and are having a real impact across the Trust.</p> <p>The CEO confirmed that the SALT is employed full time and the Ed Psych works 21/2 days for our Trust.</p>	
<p>9. CHIEF OPERATIONS OFFICER'S REPORT AND FINANCIAL UPDATE</p>	
<p>The COO report and GDPR Data Assurance Report has been shared with Governors prior to the meeting.</p> <p>The COO proceeded to summarise the highlights from the report.</p> <p>GDPR An internal audit of GDPR was undertaken in December 2022. The Assurance report has been shared with attendees. The COO noted that the auditor advised that he would be recommending substantial assurance. However, following the QA process, the Management Report, reported reasonable assurance.</p>	

ITEM	ACTION
<p>Attendance Management There are currently four long term staff absences being managed. One member of staff has now returned to school, two members of staff have Occupational Health referrals, and one further welfare meeting is to take place.</p> <p>Internal Audit Following a comprehensive discussion led by the COO and the CFO, the Trustees recognised the significant impact on the central team by having three internal audits planned on an annual basis.</p> <p>Trustees agreed the proposal to reschedule the internal payroll audit to March and move the Business Continuity audit to the Autumn Term. The Trustees also noted they were conscious of the work still needed on the Risk Register.</p> <p>Risk Register Working Party The COO reported that the working party established to review the Risk Register had been extremely useful. We recognise the need to simplify the register and process and recognise the need to consider a system that can be automated. The central team had a Demo from EVERY on an automated Risk Register system and are currently receiving quotes from a number of organisations, with the COO noting that this would support delivering a formal report to the Trust Board. The first cost of £3,500 a year has been received but we will look at alternative systems as this is too high.</p> <p>The COO commented that it is important to ensure that any system purchased is simple and easy to use for HTs. The CEO remarked that it would appear clear that already having an EVERY system in place for our Estates Management, it seems logical to use this as well. The COO agreed and noted that gathering other quotes will help any negotiation with EVERY.</p> <p>Strike Action The COO explained that we have asked HTs to establish if any teachers in the NFU will be taking action, noting that staff don't have to tell us, but we are allowed to ask. We want to try and establish numbers to identify if this will be a big impact on schools. The first strike date is 1 February 2023. NASWT are currently re-balloting and dependent upon the result, this could potentially add further dates.</p> <p>Estates The COO reported that excellent work on the Trust estates is ongoing. The Estates Manager is currently more office based working on the EVERY system to ensure the premises team are using it effectively. Following last year's successful CIF bids, all the jobs/repairs are complete or close to. ECube and the Estates Manager are visiting school to list any snagging from the work that has taken place.</p> <p>Finance Update The CFO noted that the December Management Accounts have been uploaded to the GVO portal.</p> <p>The CFO explained that the Trust has received a new grant from the DFE which amounts to £116 per year per pupil and starts in April. This grant is called the Maintained Schools Additional Grant and has been added to the 3-year forecast included within the COO report. This has improved the Trust in-year position. Assumptions made for future pay awards have increased at 5%.</p>	<p>COO/ CFO</p>

ITEM	ACTION
<p>The CFO confirmed that the Trust Annual Accounts are all signed off and were uploaded by the 31 December deadline, and these are now on the Trust website. The CFO noted we have been compliant with all returns.</p> <p>The Annual Accounts return is ready to go in advance of the deadline, we are just waiting for the final review.</p> <p>It was reported that additional capital funds for energy costs have been received, amounting to £12k per school. These funds are to be spent on areas where energy use can be improved. The Estates Manager is now in conversation with Trust Premises Managers to identify the areas where this funding should be spent. We will report back at the next Trustee meeting.</p> <p>Q: It would be useful to see more information on the assumptions figures? A: The more detailed summaries have been included in the Management Accounts uploaded to the GVO. Re forecasts will be completed once the January census figure are received.</p>	
<p>10. APPROVE “GOVERNANCE IN THE IPMAT” ANNUAL UPDATE</p>	
<p>The Chair confirmed that the Governance Annual Planner has been updated and uploaded to the GVO.</p> <p>Trustees approved the document.</p>	
<p>11. REVIEW PROGRESS OF THE TDP</p>	
<p>Attendees noted that the details of the review of the Trust Development has been included in the CEO report and the CEO commented this will be reported on further at the next Standards & Curriculum meeting.</p>	CEO
<p>12. REVIEW OF THREE YEAR SCHOOL IMPROVEMENT STRATEGIC PLAN (SDP)</p>	
<p>Trustees noted that the review of the three year School Improvement Strategic Plan has been covered in the CEO report.</p>	
<p>13. POSITION OF CLERK: TENDERING ARRANGEMENTS</p>	
<p>The Chair reported that the position of Clerk to the Trust has to be tendered for to start in September 2023.</p> <p>The COO explained that the tender forms will be sent after February half-term, and it is good practice to review the service on a three year basis.</p>	
<p>14. REVIEW OF POLICIES IN NEED OF UPDATE AND APPROVAL</p>	
<p>The Core Offer 2022-2023 has been shared with Trustees prior to the meeting.</p> <p>The COO confirmed the Central Team have reviewed the core offer and have added in all support provided to schools. The document is much more detailed and clear for schools to understand what they are paying for. A “Try before you buy” option is available for schools outside the Trust.</p> <p>Trustees approved the document, noting it is clear and precise.</p>	
<p>15. INTRODUCE INDIVIDUAL SKILLS AUDIT 2022-2023</p>	
<p>The NGA Trustee skills audit has been shared with Trustees via the GVO portal.</p> <p>The Chair asked that Trustees return their completed forms by the end of January.</p>	

ITEM	ACTION
16. AGREE ADMISSION ARRANGEMENTS IN CONSULTATION WITH LGBS (IF APPROPRIATE)	
<p>The CEO explained that a number of fellow Trusts are wanting to slightly change the admission arrangements. The Trust are happy with the admission arrangements as they are, and unless we were looking to change what the L.A does there is no need to have consultations.</p>	
17. AOB	
<p>Ofsted - Responsibilities under the Equalities Act. Following the recent Ofsted Inspections, it was suggested that training for Trustees and HTs would be good practice for their Responsibilities under the Equalities Act. The DCEO confirmed she will deliver this training which will take no more than an hour and can be via TEAMS. A date will be confirmed in due course. Trustees agreed that this was important training to undertake.</p> <p>Trustee Role Description It was suggested that a Declaration of Qualification be added to the Trustee Role Description and agreed by the Chair.</p>	<p>DCEO/ Trustees</p>
<p>Confidential Items not for Publication</p>	
<p>A number of confidential items discussed have been removed to Part B of the Minutes and are not for publication.</p>	
<p>MEETING CLOSE TIME: 5.55PM</p>	
<p>DATE OF NEXT MEETING: 25 APRIL 2023 AT THE MAYPOLE CENTRE. PRE MEET OF TRUSTEES TO START AT 4.00PM</p>	

SIGNED BY THE CHAIR: 

DATE: 17.01.2023